DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2494

Page 1 of 2

Agency

Division/Unit

Agency		Division/Unit
Maryland De	Supersedes Schedule 1683 opt of Agriculture MAI	CS/Food Quality Assurance Program
Item No.	Description	Retention
1	Miscellaneous subject files-Printing requests, agricultural organizations ex. Maryland Egg Council, Nero, state fair information, Open house, Legislative information	Retained in office and screened annually. When no administrative value, then destroyed
2	Correspondence to Egg Inspection Retailers/food service & Distributors- Violation letters, Carton waivers, Late penalty notices and waivers	Retained in office and screened annually. When no administrative value then destroyed
3	Grading Facilities Files-Files for each facility, miscellaneous correspondence concerning provision of service.	Retained in office and screened annually, when no administrative value then destroyed
4	Cycle reports – Claims for reimbursement and back up documentation, information on reimbursement policies.	Retained in office and screened annually, when no administrative value then destroyed
5	Fruit and Vegetables files- standards and inspection instructions, GAP&GHP audit information, certificates, visual aids, inspector training records, license log, quality manual, and other reference files as required by USDA-AMS-FPB.	Files are updated or replaced as new instructions become available. Remainder of files are maintained until advised by USDA-AMS-FBS to destroy.
6	Budget and Personnel- Budget forms and budget information, individual employee records containing USDA employee performance, tests and training information	Retained in office and screened annually, when no administrative value then destroyed
7 .	Grain Dealers Licensing Law - Correspondence, applications, certificates of insurance, and confidential financial information submitted with application.	All records including closed case files retained in Salisbury office as a source of reference. Destroy when no longer needed.
8	Egg Inspection Reports – Inspection Reports	Retained in office for 3 years, then destroyed
9	Shell Egg Surveillance- Inspection reports, and reimbursement reports, along with miscellaneous information	Records to be retained in office for 3 years, then destroyed.
10	Invoices and Purchase Orders- invoices and purchased for fiscal years	Retained in office for 3 years then destroyed
	* Signature block on second page	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2494

Page 2 of 2

Agency

Division/Unit

Supersedes Schedule 1683
Maryland Dept of Agriculture MAICS/Food Quality Assurance Program

Maryland De	pt of Agriculture MAI	CS/Food Quality Assurance Program
Item No.	Description	Retention
11	Assessment and Registration applications and reports – quarterly reports, deposits, and registration applications	Retain in office for 3 years, then destroy
12	Organic Certification Operations- Application, inspection reports, correspondence and miscellaneous information	Retain in office for 10 years, then destroy as required by NOP. (National Organic Program)
13	Miscellaneous organic subject files- USDA grant reports, reimbursement of cost share, audits of program conducted by USDA	Records to be retained in office and screened annually, when no administrative value then destroyed.
Representative Date Signature Typed Name	Deanna L. Baldwin	Schedule Authorized by State Archivist Date 2 Man 51 Signature 2 Parallel Archivist
Title Prog	ram Manager	•

DGS550-1 (Rev. 1/93)

Instructions-Type or Print a separate form	ERAL SERVICES ENT DIVISION		AG	ENCY REC	ORDS IN	VENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Rd, P Jessup, Maryland 410-799-193	1 20794	Page 1 of 1	3				
1.Department/Agency	2. Division	3. Unit						
Agriculture	MAICS			Food Quality Assurance Program				
Definition - Records Series - A Group of re	lated records normally fled and us	ed as a unit for reference	as well as rete	ention and	disposition p	rposes		
4. Record Series Title			5. Earliest					
Alphabetical A-Z Miscella	neous Subject Files		2000	то Р	resent			
A 6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	formation/documents/f				nose or fin	action of the Series	
			011113 111 1110 0	01103. 111	orado trio par	p030 01 141	ionon or the sories	
Printing requests, files for a	igricultural organizati	on, grants.						
•								
		•	·					
	•		•					
7. RECORD SERIES FORMAT(S)	•	8. RECORD SERIE	S SEQUENC	CE	9. VOLUM	IE.		
☑ letter Size ☐ Microfilm						☐ Micr	Orawer(s) ofilm Reel(s)	
☐ Legal Size ☐ Computer Tape		l ☐ Numerical					puter Tape(s) (Specify)	
☐ Bound Book ☐ Floppy Disk		☐Chronological			10 Number			
☐ Audio Tape ☐ Video Tape	•	☐Geographical					MULATION Drawer (s)	
Other (Specify)		Other (Specify)		_		☐ Micro	film Reel (s) outer Tapes (s)	
		•			0		(Specify) same	
		•		,	0 Number			
11. FILE IS USED	ı	12 FILE BECOMES	SINACTIVE	EAFTER	:			
☐ Daily ☐ Weekly ☒ Monthly	☐ Annually	Number	□Month	n(s)	☐ Year(s))		
		Number						
13. CURRENT LOCATION(S) (Bldg,	Floor Room)	14. IS RECORD SE	RIES DUPL	ICATED	ELSEWHI	ERE?(if yo	es, specify agency or office)	
Room		☐ Yes	•	⊠ No	o			
15. ACCESS RSTRICTIONS (If yes, c	ite law(c) & regulation(c)	16. AUDIT REQUII	PEMENTS				-	
	ne raw(s) & regulation(s)						.	
☐ Yes ⊠ No		None None	☐ State		☐ Federa	ıl	☐ Independent	
17. IS AN INDEX SYSTEM USED? (Indescribe any hardware/software)	f yes, explain briefly and	18. RECOMMEND			11.			
☐ Yes ⊠ No		administrative			•	anu m	aterial with no	
19. NAME AND TITLE OF PREPARI	7 ID	20. TELEPHONE N	· · · · · · · · · · · · · · · · · · ·	21. DA	•		·	
Sherry Weygant, Administr	rative Officer I	410-841-5769		1/15/	/2009			

DGS 550-4- (Revised 1/93)

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Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule	DEPARTMENT OF GENE RECORDS MANAGEMI 7275 Waterloo Rd, P	ENT DIVISION O Box 275	AGENCY RECORDS INVENTORY				
(DGS 550-1)	Jessup, Maryland 410-799-193		Page 2 of 13				
1.Department/Agency	2. Division		3. Unit		 		
Agriculture	MAICS	Food Q	uality	Assuranc	e Prog	;ram	
Definition – Records Series – A Group of re	lated records normally fled and us	ed as a unit for reference				rposes	
4. Record Series Title			5. Earliest	Year/Lat	test Year		
Correspondence Egg Inspe	ction Retailers& Who	lesalers	_2000	_то_ <u>Р</u>	resent		
Chronological Oder							
6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	formation/documents/f	orms in the S	eries. Inc	clude the purp	ose or fur	iction of the Series
Correspondence and misce	llaneous information.						
_							
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	S SEQUENO	CE	9. VOLUMI		Drawer(s)
☐ letter Size ☐ Microfilm		Alphabetica				Micro	ofilm Reel(s) puter Tape(s)
☐ Computer Tape	•	☐ Numerical			10		(Specify)
☐ Bound Book ☐ Floppy Disk		☐Chronological]	10 Number		
☐ Audio Tape ☐ Video Tape		☐Geographical				🗌 File D	
Other (Specify)		Other (Specify)		_		Comp	film Reel (s) outer Tapes (s)
					0	Other	(Specify) same
11. FILE IS USED		12 FILE BECOMES	SINACTIVE	AFTER	Number		
☐ Daily ☐ Weekly ☐ Monthly	□ Amountle	12 TEE BECOME			_		
Daily & Weekly Wollding	☐ Annually	Number	□Month	1(5)	☐ Year(s)		
13. CURRENT LOCATION(S) (Bldg,	Floor Room)	14. IS RECORD SE	RIES DUPL	ICATED	ELSEWHE	RE?(if ye	es, specify agency or office)
Room		☐ Yes		_ ⊠ No			
15. ACCESS RSTRICTIONS (If yes, c	ite law(s) & regulation(s)	16. AUDIT REQUI	REMENTS			<u> </u>	
☐ Yes ⊠ No		⊠ None	☐ State		☐ Federal		☐ Independent
17. IS AN INDEX SYSTEM USED? (I	f yes, explain briefly and	18. RECOMMEND					
describe any hardware/software)					_	and m	aterial with no
☐ Yes ⊠ No		administrative		ucsiro	yeu.		
19. NAME AND TITLE OF PREPAR	ER	20. TELEPHONE	NUMBER	21. DA	TE		
Sherry Weygant, Administr	ative Officer I	410-841-5769		1/15/	2009		

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENE RECORDS MANAGEME 7275 Waterloo Rd, P (Jessup, Maryland 410-799-193	AGENCY RECORDS INVENTORY Page 3 of 13				
1.Department/Agency	2. Division	3. Unit				
Agriculture	MAICS	,	Food Q	uality A	Assurance	Program
Definition – Records Series – A Group of re	lated records normally fled and use	ed as a unit for reference	as well as rete	ention and di	isposition purp	oses
4. Record Series Title			5. Earliest			
Alphabetical Grading Facil	ities' Files		_2000	_то_ <u>Pr</u>	esent	-
6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	formation/documents/f	orms in the S	eries. Inclu	ide the purpos	e or function of the Series
Miscellaneous Corresponde	ence concerning provi	sion of service.				
•					•	
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	S SEQUENO	CIE S	O. VOLUME	File Drawer(s)
☐ letter Size ☐ Microfilm						Microfilm Reel(s) Computer Tape(s)
☐ Computer Tape		Numerical				Other (Specify)
☐ Bound Book ☐ Floppy Disk		Chronological		-	Number	ACCUMULATION
☐ Audio Tape ☐ Video Tape		☐Geographical		. '		File Drawer (s)
Other (Specify)		Other (Specify)		_		Microfilm Reel (s) Computer Tapes (s)
				9	<u>) </u>	Other (Specify) same
11. FILE IS USED		12 FILE BECOMES	SINACTIVE		Number	
☐ Daily ☐ Weekly ☒ Monthly	☐ Annually	Number	□Montl	n(s)	Year(s)	
13. CURRENT LOCATION(S) (Bldg,	Floor Room)	14. IS RECORD SE	RIES DUPL	ICATED I	ELSEWHERI	E?(if yes, specify agency or office)
Room		☐ Yes 🖾	No			
15. ACCESS RSTRICTIONS (If yes, o	cite law(s) & regulation(s)	16. AUDIT REQUII	REMENTS			
☐ Yes 🖾 No		⊠ None	☐ State		☐ Federal	☐ Independent
17. IS AN INDEX SYSTEM USED? (I describe any hardware/software)	f yes, explain briefly and	18. RECOMMEND retained in off			annually	
☐ Yes ⊠ No		retained in oir	ice and s	creeneu	ainiuaiiy	
19. NAME AND TITLE OF PREPAR	ER	20. TELEPHONE	NUMBER	21. DAT	E	
Sherry Weygant, Administr	rative Officer I	410-841-5769		1/15/2	009	
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Agriculture MA Definition – Records Series – A Group of related re	.	ENT DIVISION O Box 275 I 20794 30	as well as rete	3 uality A	NCY RECORDS	
1.Department/Agency 2. Definition – Records Series – A Group of related re	410-799-19. ivision AICS ecords normally fled and us	30	3. Unit Food Q	uality A	Assurance Pr	ogram
Agriculture MA Definition – Records Series – A Group of related re	AICS	ed as a unit for reference	Food Q		Assurance Pr	ogram
Definition – Records Series – A Group of related re	ecords normally fled and us	ed as a unit for reference	as well as rete		Assurance Pr	ogram
	.	ed as a unit for reference		ntion and di		
	.				isposition purposes	
4. Record Series Title	0. 1. 0. 4		5. Earliest	Year/Late		
Cycle Reports	9		2000	то Рг	resent	
6. RECORD SERIES DESCRIPTION (Brief	rry describe the types of it	nformation/documents/f				function of the Series
Files contained by billing cycle Federal Government. Files inclure reimbursement policies. Form PY-171 Claim for Reimberspenses incurred by State Employees.	mbursement an	d aback ι deral Go	ıp docu vernme	mentation, is	nformation on es provided and	
Form PY-171-1 Supplement to	Claim for Reimb	ursement (itemi	zed brea	kdown	of claims for	r reimbursement)
Federal Technical Supervisory	Time & Expense	Reports (itemiz	ed break	down o	f time and ex	xpenses incurred to
perform routine Federal technic		,				
Form PY-76-1 Daily Surveillan		to record time,	mileage,	and san	nples involve	ed while performing
surveillance visits at registrant s	sites.	8. RECORD SERIE	SSEQUENC	TE T	9. VOLUME	·
☑ letter Size ☐ Microfilm		Alphabetica	2 2 2 2 . · ·		⊠ Fii □ M	le Drawer(s) icrofilm Reel(s) omputer Tape(s)
☐ Legal Size ☐ Computer Tape		☐ Numerical				her (Specify)
☐ Bound Book ☐ Floppy Disk				-	Number Number	
☐ Audio Tape ☐ Video Tape		☐Geographical		1		e Drawer (s)
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				_ ,	☐ Otl	her (Specify) same
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11. FILE IS USED		12 FILE BECOMES	SINACTIVE	AFTER		
☐ Daily ☐ Weekly ☐ Monthly ☐ A	Annually	Number	□Month	n(s)	☐ Year(s)	
13. CURRENT LOCATION(S) (Bldg, Floor	Room)	14. IS RECORD SE	RIES DUPL	ICATED F	ELSEWHERE?(if	f yes, specify agency or office)
Room		⊠ Yes <u>Salisb</u>		<u>e</u>	□ No	
15. ACCESS RSTRICTIONS (If yes, cite law	(s) & regulation(s)	16. AUDIT REQUII	REMENTS			•
☐ Yes ⊠ No		☐ None	State	.	☐ Federal	Independent
17. IS AN INDEX SYSTEM USED? (If yes, of describe any hardware/software)	explain briefly and	18. RECOMMEND Federal record			years/3 mos	, then destroyed
☐ Yes ⊠ No						
19. NAME AND TITLE OF PREPARER		20. TELEPHONE	NUMBER	21. DAT	E	
Sherry Weygant, Administrativ	e Officer I	410-841-5769		1/15/2	2009	

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule	DEPARTMENT OF GENE RECORDS MANAGEMI 7275 Waterloo Rd, P	ENT DIVISION O Box 275	AGENCY RECORDS INVENTORY				
(DGS 550-1)	Jessup, Maryland		Page 5 of 13				
1.Department/Agency	2. Division		3. Unit				
Agriculture	MAICS	Food Q	uality	Assurance Prog	gram		
Definition – Records Series – A Group of re	lated records normally fled and us	ed as a unit for reference					
4. Record Series Title			5. Earliest	Year/La	test Year		
Fruits and Vegetables			2000		resent		
6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	nformation/documents/f	forms in the S	eries. In	clude the purpose or fu	nction of the Series	
Standards and inspection in							
information, certificates, vi	sual aids, inspector tr	aining records,	license lo	og, and	d other reference	e files as required	
by USDA-AMS-FPB							
						•	
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	C CEOLIEN	CE I	9. VOLUME		
			S SEQUENC	CE	⊠ File	Drawer(s)	
letter Size Microfilm		Alphabetica			Com	rofilm Reel(s) iputer Tape(s)	
☐ Legal Size ☐ Computer Tape		│			Other	r (Specify)	
☐ Bound Book ☐ Floppy Disk		Chronological			Number 10. ANNUAL ACCU	UMULATION	
☐ Audio Tape ☐ Video Tape		☐Geographical				Orawer (s) ofilm Reel (s)	
Other (Specify)		Other (Specify)		_	☐ Com	puter Tapes (s)	
					½ Number	(Specify)	
11. FILE IS USED	· · · · ·	12 FILE BECOMES	SINACTIVE	E AFTER			
☐ Daily ☐ Weekly ☒ Monthly	☐ Annually		□Month	n(s)	Year(s)		
		Number					
13. CURRENT LOCATION(S) (Bldg,	Floor Room)	14. IS RECORD SE	RIES DUPL	ICATED	ELSEWHERE?(if y	es, specify agency or office)	
Room		⊠ Yes_Salisb	ury Field	Office	e □ No	•	
15. ACCESS RSTRICTIONS (If yes, o	rite law(s) & regulation(s)	16. AUDIT REQUII	PEMENTS				
	ne law(s) & regulation(s)	None	☐ State		⊠ Fodomi	□ Indonendant	
					□ Federal	Independent	
17. IS AN INDEX SYSTEM USED? (I describe any hardware/software)	f yes, explain briefly and	18. RECOMMEND Retained for re			nitely until advi	ised by USDA-	
☐ Yes 🖾 No		AMS-FPB to		٠.			
19. NAME AND TITLE OF PREPAR	ER	20. TELEPHONE!	NUMBER	21. DA	ATE .		
Sherry Weygant, Administr	·	410-841-5769			/2009		
Sherry weygam, Administ	anve Officer I	-10-0-11- 3/03	•	1/13/	2007		
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Instructions-Type or Print a separate form for each new or revised record series.	DEPARTMENT OF GENE RECORDS MANAGEME		AGENCY RECORDS INVENTORY			
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Rd, P Jessup, Maryland 410-799-193	20794	Page 6 of 13	3		
1.Department/Agency	2. Division		3. Unit			
Agriculture	MAICS		Food Quality Assurance Program			
Definition - Records Series - A Group of re	elated records normally fled and use	ed as a unit for reference	as well as rete	ntion and disposition purposes		
4. Record Series Title			5. Earliest	Year/Latest Year		
Budget and Personnel				TO Present		
6. RECORD SERIES DESCRIPTION	i (Briefly describe the types of in	formation/documents/f	forms in the S	eries. Include the purpose or function of the Series		
Yearly budget forms and in	ndividual personnel fo	lders				
		•		•		
				•		
·		•				
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	S SEQUENC	CE 9. VOLUME		
			SSEQUEIN	☐ File Drawer(s)		
letter Size Microfilm		Alphabetica		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Legal Size ☐ Computer Tape		☐ Numerical		Other (Specify)		
Bound Book · Floppy Disk				Number 10. ANNUAL ACCUMULATION		
☐ Audio Tape ☐ Video Tape	•	☐Geographical		☐ File Drawer (s)		
Other (Specify)		Other (Specify)		☐ Microfilm Reel (s) ☐ Computer Tapes (s)		
			-	Other (Specify)_same		
11. FILE IS USED		12 FILE BECOME	SINACTIVE	Number EAFTER		
		2	_	<u> </u>		
☐ Daily ☐ Weekly ☐ Monthly	Aimidany	Number	∐Mor	nth(s) Year(s)		
		•				
13. CURRENT LOCATION(S) (Bldg, Room	, Floor Room)			ICATED ELSEWHERE?(if yes, specify agency or office)		
Koom		☐ Yes		_ 🛮 No		
15. ACCESS RSTRICTIONS (If yes,	cite law(s) & regulation(s)	16. AUDIT REQUI	REMENTS			
☑ Yes <u>personnel files</u> □	No	□ None	State	☐ Federal ☐ Independent		
17. IS AN INDEX SYSTEM USED? (describe any hardware/software)	lf yes, explain briefly and	18. RECOMMEND discarded afte		TION		
☐ Yes 🖾 No		·				
19. NAME AND TITLE OF PREPAR	RER	20. TELEPHONE	NUMBER	21. DATE		
Sherry Weygant, Administ	rative Officer I	410-841-5769	•	1/15/2009		

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule	DEPARTMENT OF GENE RECORDS MANAGEMI 7275 Waterloo Rd, P	ENT DIVISION		AGE	NCY RECOR	EDŞ INVE	ENTORY
(DGS 550-1)	Jessup, Maryland 410-799-193	20794	Page 7 of 1	3			
1.Department/Agency	2. Division	3. Unit			<u> </u>		
Agriculture	MAICS	Food Q	uality A	Assurance	Progr	am .	
Definition - Records Series - A Group of re	lated records normally fled and us	ed as a unit for reference				oses	
4. Record Series Title			5. Earliest	Year/Late	est Year		
Maryland Grain Dealer Lic	ensing Law		<u>2000</u> то	Pres	ent		
6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	formation/documents/f	orms in the S	eries. Incl	ude the purpo	se or func	ction of the Series
Alphabetical files of applic include general correspond such as, audits, reviews, let of deposits.	ence, applications, ce	rtificates of insi	ırance an	d confi	dential fi	nancia	l information
	•						
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	S SEQUENC	CE !	9. VOLUME	☐ File Dr	rawer(s)
☐ letter Size ☐ Microfilm	•				Ī	☐ Microf	film Reel(s)
□ Legal Size □ Computer Tape		☐ Numerical			Ī	Other (S	
☐ Bound Book ☐ Floppy Disk		Chronological			3 drawer Number	s & 2 file	boxes
☐ Audio Tape ☐ Video Tape	*	☐Geographical			10. ANNUAL	ACCUM File Dra	
Other (Specify)		Other (Specify)					ilm Reel (s) iter Tapes (s)
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11. FILE IS USED		12 FILE BECOMES	SINACTIVE	EAFTER			•
☐ Daily ☐ Weekly ☐ Monthly	☐ Annually	Number	□Month	n(s)	☐ Year(s)		·
13. CURRENT LOCATION(S) (Bldg,	Floor Room)	14. IS RECORD SE	RIES DUPL	ICATED	ELSEWHER	E?(if yes	s, specify agency or office)
Salisbury Office		☐ Yes		_ ⊠ No			
15. ACCESS RSTRICTIONS (If yes, o	ite law(s) & regulation(s)	16. AUDIT REQUI	REMENTS				
☐ Yes No		☐ None	State		☐ Federal		☐ Independent
17. IS AN INDEX SYSTEM USED? (I describe any hardware/software)	f yes, explain briefly and	18. RECOMMEND retained in off		TION			
☐ Yes ⊠ No							
19. NAME AND TITLE OF PREPAR	ER	20. TELEPHONE	NUMBER	21. DAT	TE .		
Sherry Weygant, Administr	rative Officer I	410-841-5769		1/15/2	2009		•
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Instructions-Type or Print a separate form for each new or revised record series.	DEPARTMENT OF GENE RECORDS MANAGEME			AGEN	CY RECOR	RDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Rd, P Jessup, Maryland 410-799-193	O Box 275 20794	Page 8 of 1.	3		
1.Department/Agency	2. Division		3. Unit			
Agriculture	MAICS		Food Q	uality As	ssurance	e Program
Definition – Records Series – A Group of re	lated records normally fled and us	ed as a unit for reference	as well as rete	ntion and dis	position purp	ooses
4. Record Series Title			5. Earliest	Year/Latest	Year	
Egg Inspection Reports				то <u>Pre</u>		_
6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	formation/documents/f	forms in the S	eries. Includ	de the purpo	se or function of the Series
Wholesale and retail inspect MDA C12	ction reports. Inspect	ions conducted	as requir	ed under	r the Ma	ryland Egg Law. Forms
		•				
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	S SEQUENO	CE 9.		☐ File Drawer(s)
☑ letter Size ☐ Microfilm		Alphabetica				☐ Microfilm Reel(s) ☐ Computer Tape(s)
Legal Size Computer Tape		☐ Numerical				Other (Specify) _Computer Data Base
☐ Bound Book ☐ Floppy Disk				_	1	Dasc
☐ Audio Tape ☐ Video Tape		☐Geographical			Number	. ACCUMULATION
Other (Specify)		Other (Specify)		_		File Drawer (s) Microfilm Reel (s)
						Computer Tapes (s)
				<u>0</u>		Other (Specify) same
11. FILE IS USED		12 FILE BECOMES	S INACTIVE		umber	
☐ Daily ☐ Weekly ☐ Monthly	☐ Annually	3			57 1 ()	
		Number	□Mon	ith(s)	Year(s)	
A CURRENT COMMON ON		14 10 00000000	DIEG BUDI	10,000		- TO
13. CURRENT LOCATION(S) (Bldg, Bldg	Floor Koom)				LSEWHER	E?(if yes, specify agency or office)
8		☐ Yes		_ 🛛 No		
15. ACCESS RSTRICTIONS (If yes, o	ite law(s) & regulation(s)	16. AUDIT REQUII	REMENTS			
☐ Yes No		☐ None	State		Federal	☐ Independent
17. IS AN INDEX SYSTEM USED? (I	f yes, explain briefly and	18. RECOMMEND				
describe any hardware/software)		Records retain since 1993	ed in off	ice for th	ree year	rs, Records on database
☐ Yes ⊠ No						
19. NAME AND TITLE OF PREPAR	ER	20. TELEPHONE	NUMBER	21. DATE		
Sherry Weygant, Administr	rative Officer I	410-841-5769		1/15/20	009	

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Rd, P O Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY Page 9 of 13			
10		30	3. Unit				
1.Department/Agency Agriculture	2. Division MAICS		Food Quality Assurance Program				
Definition - Records Series - A Group of re	lated records normally fled and us	ed as a unit for reference	as well as rete	tention and disposition purposes			
4. Record Series Title				t Year/Latest Year			
Shell Egg Surveillance Insp	pection			_то <u>Present</u>			
6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	nformation/documents/f	orms in the S	Series. Include the purpose or function of the Series			
				ons performed through cooperative formed. Form #'s PY156 & PY76			
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	e ceouen	ICE LO VOLUME			
			5 SEQUEN	☐ File Drawer(s)			
☐ letter Size ☐ Microfilm		Alphabetica		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Legal Size Computer Tape		Numerical		☐Other (Specify)			
☐ Bound Book ☐ Floppy Disk	• ,	Chronological		Number			
☐ Audio Tape ☐ Video Tape	·	☑Geographical		10. ANNUAL ACCUMULATION File Drawer (s)			
Other (Specify)	•	Other (Specify)		☐ Microfilm Reel (s) ☐ Computer Tapes (s)			
•				Other (Specify) same			
11. FILE IS USED		12 FILE BECOMES	INACTIVE	Number TE AFTER			
☐ Daily ☐ Weekly ☒ Monthly	☐ Annually	Number *Determined b	□Month				
13. CURRENT LOCATION(S) (Bldg,	Floor Room)			LICATED ELSEWHERE?(if yes, specify agency or office)			
Room		☐ Yes		⊠ No			
15. ACCESS RSTRICTIONS (If yes, c	ite law(s) & regulation(s)	16. AUDIT REQUIF	REMENTS				
☐ Yes ⊠ No		☐ None	☐ State	Federal Independent			
17. IS AN INDEX SYSTEM USED? (If describe any hardware/software)	f yes, explain briefly and	18. RECOMMENDE retained in offi					
☐ Yes ⊠ No							
19. NAME AND TITLE OF PREPARE	ER	20. TELEPHONE N	UMBER	21. DATE			
Sherry Weygant, Administr	ative Officer I	410-841-5769		1/15/2009			

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENE RECORDS MANAGEMF 7275 Waterloo Rd, P Jessup, Maryland	ENT DIVISION O Box 275	AGENCY RECORDS INVENTORY				
	410-799-193	Page 10 of 13					
1.Department/Agency	2. Division	3. Unit					
Agriculture	MAICS	Food Quality Assurance Program					
Definition - Records Series - A Group of re	lated records normally fled and us	ed as a unit for reference	as well as rete	ention and	disposition p	urposes	
4. Record Series Title			5. Earliest	Year/Lat	test Year		
Invoices and Purchase Orde			2005		resent		
6. RECORD SERIES DESCRIPTION	(Briefly describe the types of in	nformation/documents/f	orms in the S	eries. Inc	clude the pur	pose or fur	nction of the Series
Fiscal year purchase order a	and invoices, keep tra	ck of supplies o	ordered as	nd bill	s paid, f	or budg	et purposes
	•						
					* -		
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	CCECHEN	^r I	9. VOLUM	4E	
		_	S SEQUEN	LE	9. VOLUN	🛛 File [Drawer(s)
☐ letter Size ☐ Microfilm		│		Ì		Comp	ofilm Reel(s) outer Tape(s)
☐ Legal Size ☐ Computer Tape		Numerical			1	Other	(Specify)
☐ Bound Book ☐ Floppy Disk		☑Chronological			Number		
☐ Audio Tape ☐ Video Tape	•	☐Geographical			10. ANNU.	AL ACCU File D	MULATION rawer (s)
Other (Specify)		Other (Specify)		_		☐ Micro	film Reel (s) uter Tapes (s)
					0		(Specify) same
					Number		
11. FILE IS USED		12 FILE BECOMES	SINACTIVE	EAFTER			
☐ Daily ☐ Weekly ☐ Monthly	☐ Annually	Number .	□Mor	nth(s)	⊠ Year	(s)	
13. CURRENT LOCATION(S) (Bldg,	Floor Room)	14. IS RECORD SE	RIES DUPL	ICATED	ELSEWHI	ERE?(if ve	s, specify agency or office)
Room	·	☐ Yes					
15. ACCESS RSTRICTIONS (If yes, c	ite law(s) & regulation(s)	16. AUDIT REQUIF	REMENTS				
☐ Yes No		☐ None	State		☐ Federa	al	☐ Independent
17. IS AN INDEX SYSTEM USED? (If describe any hardware/software)	f yes, explain briefly and	18. RECOMMENDS		TION			
☐ Yes 🖾 No		retained for 5	years				
19. NAME AND TITLE OF PREPARI	FR	20. TELEPHONE N	IIMRER	21. DA	TE		
			. ONIDDIN				
Sherry Weygant, Administr	ative Officer I	410-841-5769		1/15/	2009		

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule DEPARTMENT OF GENE RECORDS MANAGEME 7275 Waterloo Rd, P		ENT DIVISION	AGENCY RECORDS INVENTORY					
(DGS 550-1)	7275 Waterloo Rd, P O Box 275 Jessup, Maryland 20794 410-799-1930		Page 11 of 13					
1.Department/Agency	2. Division		3. Unit					
Agriculture MAICS		Food Quality Assurance Program			gram			
Definition – Records Series – A Group of related records normally fled and us		ed as a unit for reference				ırposes		
4. Record Series Title		5. Earliest Year/Latest Year						
Assessment and Registration	on Applications and R	Leports formation/documents/f						
Registration forms and assessments reports filed chronologically and producer registrations with more than 3,000 chickens filed by Company								
		·						
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	S SEQUENC	CE	9. VOLUM			
☐ Microfilm		Alphabetica						
☐ Legal Size ☐ Computer Tape		l ☐ Numerical						
☐ Bound Book ☐ Floppy Disk		⊠Chronological			Number			
☐ Audio Tape ☐ Video Tape		☐Geographical					JMULATION	
Other (Specify)		Other (Specify)			File Drawer (s) Microfilm Reel (s) Computer Tapes (s)			
					Other (Specify) same			
11. FILE IS USED	* · · · · · · · · · · · · · · · · · · ·	12 FH E DECOME	INIA CTUVE	2 A FORE	Number			
	_	12 FILE BECOMES	SINACTIVE	LAFIER	•			
☐ Daily ☐ Weekly ☐ Monthly	☐ Annually	Number	□Mor	nth(s)	⊠ Year((s)		
13. CURRENT LOCATION(S) (Bldg, Floor Room) Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE?(if yes, specify agency or office)						
		☐ Yes ⊠ No						
15. ACCESS RSTRICTIONS (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS						
☐ Yes ⊠ No		□ None	State		☐ Federa	al	☐ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)		18. RECOMMENDED RETENTION retained for 3 years						
☐ Yes 🖾 No						. !		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE	E NUMBER 21. DA		TE			
Sherry Weygant, Administrative Officer I		410-841-5769	841-5769 1/1:		5/2009			

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule DEPARTMENT OF GEN RECORDS MANAGEM 7275 Waterloo Rd, 1		ENT DIVISION	AGENCY RECORDS INVENTORY				
(DGS 550-1)	Jessup, Maryland 410-799-193	1 20794	Page 12 of 13				
1.Department/Agency	2. Division		3. Unit				
Agriculture MAICS			Food Quality Assurance Program				
Definition - Records Series - A Group of re	ed as a unit for reference	as well as rete	tion and disposition p	ourposes			
4. Record Series Title		5. Earliest Year/Latest Year					
Organic Certification Opera	formation/documents/f	1998 To Present					
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms in the Series. Include the purpose or function of the Series Applications and inspection reports, certificates and miscellaneous information for producers and processors of organic product							
		•					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIE	S SEQUEN	E 9. VOLUM			
☑ letter Size ☐ Microfilm	letter Size				☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Legal Size ☐ Computer Tape		□ Numerical			Computer Tape(s) Other (Specify) 8 Number		
☐ Bound Book ☐ Floppy Disk		Chronological		8 Number			
☐ Audio Tape ☐ Video Tape		Geographical Other (Specify)			10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tapes (s) Other (Specify) same		
Other (Specify)				<u>0</u>			
11. FILE IS USED		12 FILE BECOMES	INACTIVE	Number AFTER			
☐ Daily ☐ Weekly ☐ Monthly	☐ Annually	10 Number	□Мо		r(s)		
13. CURRENT LOCATION(S) (Bldg, Floor Room) Bldg		14. IS RECORD SERIES DUPLICATED ELSEWHERE?(if yes, specify agency or office)					
		□ Yes ⊠ No					
15. ACCESS RSTRICTIONS (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS					
		☐ None	☐ State	⊠ Feder	al 🔲 Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)		18. RECOMMENDED RETENTION retained for 10 years					
☐ Yes ⊠ No							
19. NAME AND TITLE OF PREPARER		20. TELEPHONE N	UMBER				
Sherry Weygant, Administrative Officer I		410-841-5769	1/15/2009				

Instructions-Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule	DEPARTMENT OF GENE RECORDS MANAGEME	ENT DIVISION	DIVISION					
(DGS 550-1)	7275 Waterloo Rd, P Jessup, Maryland 410-799-193	1 20794	Page 13 of 13					
1.Department/Agency	2. Division		3. Unit					
Agriculture	MAICS		Food Quality Assurance Program					
Definition - Records Series - A Group of re	lated records normally fled and us	ed as a unit for reference				oses		
4. Record Series Title	· · · · · · · · · · · · · · · · · · ·		5. Earliest Year/Latest Year					
Organic Grant Files and An	inual Reports to the N	Jational	1998	_то_Р	resent	_		
Organic Program	(Driafly describe the types of in	fa-mation/documents/f	n/documents/forms in the Series. Include the purpose or function of the Ser					
Grant reports filed by Grant USDA filed by year.	t No., Annual Reports	s to the NOP file	ed by yea	ar. Aud	dits of pro	gram conducted by		
·	-	•						
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES	S SEQUENO	CE	9. VOLUME	☐ File Drawer(s)		
☐ Ietter Size . ☐ Microfilm		☐ Alphabetica				Microfilm Reel(s) Computer Tape(s)		
Legal Size Computer Tape		Numerical			Other (Specify)			
☐ Bound Book ☐ Floppy Disk					Number			
☐ Audio Tape ☐ Video Tape		☐Geographical			10. ANNUAL	ACCUMULATION File Drawer (s)		
Other (Specify)		Other (Specify)		_		Microfilm Reel (s) Computer Tapes (s)		
		İ				Other (Specify		
		<u> </u>			1/4 Number			
11. FILE IS USED		12 FILE BECOMES	· -	_				
☐ Daily ☑ Weekly ☐ Monthly		10 Number	□Moi	nth(s)	⊠ Year(s)			
13. CURRENT LOCATION(S) (Bldg, I	Floor Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?(if yes, specify agency or office)						
Room		☐ Yes ⊠ No						
15. ACCESS RSTRICTIONS (If yes, ci	te law(s) & regulation(s)	16. AUDIT REQUIR	REMENTS	·				
✓ Yes USDA/NOP 7CFR Par	rt 205 501(a) (10)	☐ None	☐ State			☐ Independent		
□ No	1203.301(4)(10)	 I	_					
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)		18. RECOMMENDED RETENTION						
☐ Yes ⊠ No		retained for 10 years						
				·				
19. NAME AND TITLE OF PREPARE		20. TELEPHONE N	UMBER	21. DAT	ΓE			
Sherry Weygant, Administra	ative Officer I	410-841-5769		1/15/2	2009			